



# NASA Procedural Requirements

COMPLIANCE IS MANDATORY

**NPR 4200.2B**

Effective Date: September 11, 1998  
Expiration Date: September 11, 2008

[Printable Format \(PDF\)](#)

## Subject: Equipment Management Manual for Property Custodians w/Change 1, 9/11/03

Responsible Office: Logistics Management Division

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## Chapter 3. Control Documentation and Alternate Options for Processing Transactions

### 3.1. NASA Equipment Management System (NEMS) Transaction Document (NASA Form 1602).

Transactions may be processed utilizing the NASA Form 1602 (paper document) or any electronic means available at the Center. The NASA Form 1602 and several electronic methods are described as follows:

#### 3.1.1. Purpose and Use

3.1.1.1. The NASA Form 1602 is a NASA form which is used to reflect NASA's equipment information contained in the NEMS data base. Hence, this form serves as the property custodian's detailed record for each assigned controlled item.

3.1.1.2. The custodian maintains the complete four-part document until the status of the equipment changes. When an action is initiated, the custodian holds the suspense copy and forwards the rest of the form to the NEMS Equipment Manager for processing. Copy 2 may be given to Transportation when the action involves movement of the item, if this is Center policy. Copy 3 is held by the gaining custodian when accountability is transferred. Copy 1 is used by NEMS Control to update the NEMS data base.

3.1.1.3. If a NASA Form 1602 is lost, damaged, or destroyed, the custodian should generate or obtain a replacement copy of the form.

3.1.2. Sample Form. The NASA FORM 1602 is a computer-generated form containing integral data elements extracted from the NEMS data base, and transaction, approval, and signature blocks (see figure 1).

#### 3.1.3. Characteristics of NASA Form 1602:

3.1.3.1. Instructions for use are on the reverse side of the suspense copy of the form.

3.1.3.2. Transactions are initiated by checking the appropriate boxes(s) in the right-hand column and by following instructions for blocks 31 to 34.

3.1.3.3. Data in blocks 1 through 28 and 36 through 38 are always computer generated. Any changes submitted for blocks 1 through 28 should be annotated in block 33, "Remarks." blocks 36 through 38 reflect data from the last transaction processed, entry reference number, and transaction name for reference purposes. Block 39 is annotated manually in NEMS Control at the time a new transaction is processed. When a transaction has been completed, the new entry reference number that was noted in block 39 becomes the block 36 entry reference number on a newly generated NASA Form 1602 and forwarded to the custodian.

## NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) TRANSACTION DOCUMENT

1402202		2 MONITOR		3	329	4 M	5 A	6 4	7025	TRANSACTIONS (check appropriate block)	
EQUIPMENT CONTROL NO.		ITEM NAME		COST		CAR/ SENS		S.C. C.C.		FSC	
8 JH	CUSTODIAN ACCT. NO.	13 VIEWSONIC CORP/ DIV KEYPOINT		14 VCDTS21445		MODEL NUMBER				CHANGE	
9 JH	ORG. CODE	15 DH83500561		16 98	17 981202	18				CUSTODIAN ACCOUNT	
10 JH		SERIAL NUMBER		YR. MANUF.	DATE NASA ACQUIRED	19	DATE LOANED/ LEASED/BORROWED	20		EQUIPMENT LOCATION	
MAIL STOP:		11 215	12 6032	21 00008	22 DATE STORED	23	DATE STORAGE DUE	24		STATUS/CONDITION CODE	
25		26		27 HAZARDOUS MATERIAL	28 PRECIOUS METAL	29 WEIGHT	30 CUBIC FEET	25		USER NUMBER	
31 AUTHORIZED BY PROPERTY CUSTODIAN (typed or printed name and signature)						DATE	TELEPHONE EXT.			BORROWED OUT	
<b>GRAUPENS PERGER, ANN</b>						CURRENT EQUIPMENT LOCATION				BORROWED OUT- RETURNED	
32 ACCEPTED BY (typed or printed name and signature) (as appropriate)						BLDG.	ROOM			LOAN/LEASE OUT	
						DATE	ACCOUNT NO.			LOAN POOL OUT	
						NEW EQUIPMENT LOCATION				LOAN POOL OUT- RETURNED	
						BLDG.	ROOM			STORAGE IN	
33 REMARKS (as necessary)										STORAGE RETURNED	
34 APPROVAL (as required)		Signature and Title				DATE				EXCESS TURN-IN	
APPROVAL (as required)		Signature and Title				DATE				REPAIR	
35										RECORD CHANGE	
36 USER NAME: GRAUPENS PERGER, FRANCES ANN											
36 1183428094		37 26	38 CUSTODIAN ACCOUNT (CHANGE)		TRANSACTION NAME				DELETE		
ENTRY REFERENCE NO.		TRANS. NO.							TRANSFER TO ANOTHER NASA INSTALLATION		
Note-Use typewriter or black ball-point pen.)											
NASA FORM 1602 NOV 69 PREVIOUS EDITION MAY BE USED.											
COPY 1-NEMS CONTROL											

## FIGURE 1

3.1.3.4. NEMS Control may need to make a correction to an equipment record, which could generate a new NASA Form 1602 for the custodian. Therefore, it is possible for the custodian to receive more than one NASA Form 1602 for the same item, at the same time. The custodian can identify the most current form to be filed by reviewing the Entry Reference Number (ERN). The ERN is 10 positions consisting of --

Positions 1 - 2 Center number (See Appendix I)

Positions 3 - 6 Julian date (year and day)

Note: The year in position 3 represents years 1984 through 1993, as well as 1994 to present year.

Position 7 Year 1994 to present

Positions 8 - 10 Sequence number assigned each transaction processed by NEMS Control, starting each day with 001

3.1.3.5. If a custodian receives two NASA Form 1602's for the same item, one with an entry reference number of 0172557013 and the other with 0172557022, the latter entry reference number is the most current.

3.1.3.6. blocks 1, 8, 9, 10, 11, and 12 are outlined to easily identify the equipment control number, accountable property custodian, organization, mail stop, and location.

3.1.3.8. Supporting NASA information may be recorded in block 24, local data. NEMS Control will use this field to record data critical to the identification of the equipment and its use at NASA facilities. The OMB Circular A-110, Attachment 1, NASA Information

such as equipment characteristics and document and shipping numb

The NEMS Property Custodian Module is designed as an extension of NEMS that provides an interface to approve equipment status by "Electronic Signatures" of the property custodian and/or the NEMS Equipment Manager. The custodians are able to process online changes to equipment within their accounts that primarily deal with equipment ownership. Access to the NEMS Property Custodian Module automatically allows access to

3.2.1. The use of the NEMS Property Custodian Module is strongly encouraged because it significantly reduces paperwork required for NASA

3.2.2. Contact your Center's NEMS Equipment Manager for details on obtaining access to the module, a copy of these procedures and guidelines.

and training.

### **3.3. Electronic Mail Processing:**

However, electronic mail is not a secure medium, and transmissions should be validated through other available means, such as telephone calls or personal visits with the requester.

3.3.1. User Changes. Electronic mail a message to the new user, listing the Equipment Control Number(s) and Item Name(s) that will be assigned to their name. Request that the new user concur on your electronic mail message and forward it to the NEMS Equipment Manager, with a copy to the initiator. NEMS Control will use the electronic mail message as the source document to process the requested change.

3.3.2. Property custodian transfer. Use the process described in 3.3.

3.3.3. Property custodian transfer requiring a user change. The losing custodian will electronic mail a message to the gaining custodian, using the process described in 3.3. The gaining custodian will concur with the transfer on the electronic mail message and forward it to the gaining user. The concurrence of the gaining user will be added to the message that is forwarded to the NEMS Equipment Manager with copies to the losing and gaining custodians.

#### **3.4. Internet.**

Contact your local Property Management Office for available processes.

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